

OPPPM MEMORANDUM NO. 20-60-22

23 January 1981

OFFICE OF PERSONNEL POLICY, PLANNING, AND MANGEMENT MEMORANDUM

SUBJECT : Verification of Agency Employment

RESCISSION: OPM 20-60-12 dtd 30 Sept 76

1. This memorandum establishes controls on responses made by the Office of Personnel Policy, Planning, and Management to outside inquiries concerning the employment status of Agency personnel.

2. The following controls have been established:

a. The Transactions and Records Branch will block or reopen personnel records at the request of the Central Cover Staff.

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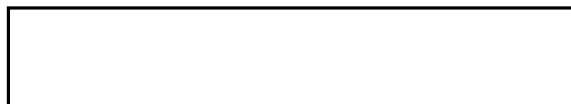
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Office of Personnel

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c. In response to credit inquiries on employees whose Official Personnel Folder is not blocked and who have provided employment information to the inquirer, TRB will confirm that the individual works for the Agency, length of employment, salary, job title (if appropriate), and will not volunteer additional information. If an employee has provided a credit company with incorrect information, TRB will respond that its records do not support the employee's statement and the inquirer should reconfirm the data with the employee. Should a written request for employment status or verification not contain release authorization of the employee, TRB will refer the inquiry to the employee for authorization to reply. Similarly, telephone credit inquiries or verifications which do not provide status information for confirmation will be cleared with the employee prior to the release of the information. When an employee does not wish an answer to be given to an inquiry, TRB will so advise the requestor.

d. Employees who may not identify themselves with the Agency must follow their cover instructions. Before providing any information in response to outside inquiries, employees under cover should discuss any questions they have with the Central Cover Staff.


HARRY E. FITZWATER
Director of Personnel
Policy, Planning, and Management

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